

## INSTRUCTIONS FOR COMPLETING THE TITLE IB BUDGET PLAN SUMMARY

Insert check marks in the appropriate grant code areas.

### **Funding Identification**

Enter the subgrant number in the area provided.

- Line 1. Enter the year of appropriation for the Adult, Dislocated Worker or Recaptured Funds stream.
- Line 2. Enter the amount of formula funds originally allocated to your local area.
- Line 3. Enter the amount of any prior adjustments using the plus or minus format. If funds were recaptured then enter amount recaptured here as a negative value.
- Line 4. Enter the previous amounts transferred.
- Line 5. Enter the current amount to be transferred. Recaptured funds being transferred are also entered here (grant codes 203 and 503).
- Line 6. This line will auto-fill when using the worksheet from the directive.

### **Total Allocation Cost Category Plan:**

- Line 7. This line will auto-fill from amounts entered on lines 7A – 7E. when using the worksheet from the directive.
- Line 7A-7E. Enter the amount of funds to be spent on program services for each funding stream.
- Line 8. Enter the amount of administrative expenditures.
- Line 9. This line will auto-fill from amounts entered on lines 7 and 8 when using the worksheet from the directive.

### **Quarterly Total Expenditure Plan (cumulative):**

- Lines 10 through 21. Enter the amount of funds expended for each quarter for each funding stream and fill in year.

**Cost Compliance Plan:**

Line 22. This line will auto-fill when using the worksheet from the directive. The amount must be less than or equal to 10 percent of line 6.

Complete the contact person, title, telephone number and the date prepared.

Use the comments block as necessary.